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11-2274

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Acting Deputy Director (Support)

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SUBJECT: [] Reporting System

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 7, below.

2. In November 1958 an Agency Planning Group was formed at your direction to develop proposals for a mechanically integrated communicating and reporting system which will increase materially the speed and effectiveness of our intelligence transmissions.

3. The Planning Group, comprised of representatives from every major organizational element having a direct interest in this problem, held its first meeting 25 November 1958. It then conducted a series of ten briefings designed to provide members a better understanding of the background and technical details of the principal matters with which they would be expected to deal. The briefings were completed 20 January 1959.

4. On 19 February the Planning Group received from a special working team the attached proposal for, what we have labeled, the [] Reporting System." A synopsis of the proposal appears on pages 8 and 9. Briefly, it envisages a system in which field stations use Flexowriters (or similar tape-punching automatic typewriters) to originate intelligence reports. Thereafter, the reports are relayed and reproduced by mechanical equipment which speeds transmission and also eliminates the need for retyping unless extensive corrections are made. The original tapes are mechanically encrypted, transmitted to Headquarters by unaccompanied pouch (or high-speed communications equipment when available), mechanically decrypted and automatically typed. Headquarters processing is streamlined and greatly speeded up by combining steps and by having separate processing actions proceed simultaneously. Then, as a final feature of the system, analysts are required to complete abbreviated "Initial Reaction Sheets" on reports they receive. Appropriate organized tabulations of these reaction sheets can be used to tighten dissemination procedures, perfect the use of the INC document code, and eliminate or reduce marginal reporting.

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5. The attached paper also proposes that a pilot model of the [] Reporting System be established at the [] Equipment and facilities are presently available there for such a test, and it could be

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conducted without the allotment of additional funds. Companion equipment and facilities can likewise be provided at Headquarters without additional cost.

6. The Planning Group believes the proposed [] Reporting System holds high promise of accomplishing the major purpose for which the Group was formed. Besides offering the possibility of a rapid reporting system for the Agency, it may well provide the basis for an improved system encompassing other members of the intelligence community. Intensive study of some of the technical and procedural aspects of the proposal must be completed, of course, before any final judgment can be made. These studies ideally should proceed in concert with an actual field test of the system.

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7. Accordingly, the Planning Group recommends:

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(a) A pilot model of the [] Reporting System be established at the [], subject to applicable security requirements and utilizing existing equipment and assigned personnel.

(b) Headquarters elements whose assistance is required in the test be authorized and instructed to participate.

8. Meanwhile, the Planning Group will continue to pursue its mission, with current emphasis being given to an intensive consideration of the [] proposal and the impact of its possible adoption throughout the Agency.

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[]
Chairman, Planning Group

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The recommendation made in paragraph 7 is approved.

Deputy Director (Plans)

2 March 1959
Date

Deputy Director (Intelligence)

5 March 1959
Date

Acting Deputy Director (Support)

Date

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SUBJECT: Reporting System

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Att: 1

1 Att: - Proposal for the Rapid Transmittal of
Information Reports and Customer Reactions

SA-DD/S:WV:jlf (26 February 1959)

Distribution:

Orig. & 1 - Chmn, Planning Group w/1 att
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Executive Registry

11-1489

18 February 1959

MEMORANDUM FOR: [REDACTED]

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SUBJECT: Proposal for the Rapid Transmittal of Information Reports and Customer Reactions

1. I have read subject memo and feel that if such a system of rapid transmittal of intelligence could be instituted, it would be of great value to the Agency as a whole and to ONE in particular. Coping with masses of paper we receive is a serious problem and is in fact becoming a curse. Something drastic has to be done and perhaps this will solve the problem.

2. I don't think, however, that this is the ultimate solution to the problem. If we are really going to stem the avalanche, we must take a critical look at some of the activities of the Agency which are distinctly marginal, but which produce mountains of paper. Perhaps [REDACTED] and his group will come up with some solution along these lines.

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[REDACTED]
Deputy Assistant Director
National Estimates